

(200-1a)

DATE: _____

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: **Appointment as Environmental Quality Officer (EQO)**

1. NAME _____ Last 4 SSN _____ EFFECTIVE DATE: _____

RANK/GRADE _____ Duty PHONE NUMBER _____ OFFICE SYMBOL _____

EMAIL: _____

ORGANIZATION _____

is appointed as EQO. The person being replaced is _____

2. Authority for this appointment is AR 200-1, and CAM Reg 200-1.

3. Purpose: To perform duties as Environmental Quality Officer.

4. Period: Until reassigned or relieved of these duties.

5. Special Instructions: Appointee must attend the EQO Course within four months after being appointed.
Date EQO Course completed: _____

6. Training registration: Register the above named appointee for the EQO Training Course which begins

on _____(Day) _____(Month) _____(Year)

7. POC NAME: _____ RANK: _____

UNIT: _____ PHONE: _____ FAX: _____

COMMANDER'S/DIRECTOR'S SIGNATURE BLOCK

DISTRIBUTION:

CDR/DIRECTOR

EQO

DPW Environmental Division (see below)

INDIVIDUAL

Bob Fletcher
Environmental Training
13 1/2 Street : Building 2186
270-798-9595 Fax: 270-798-3561
email:bob.fletcher1@us.army.mil

<http://www.campbell.army.mil/envdiv/EQO%20PDF%20Files/EQOAppointmentOrderFormat.pdf>